

**SANDY CITY
APPROVED CLASS SPECIFICATIONS**

I.	<u>Position Title:</u> Support Services Manager	<u>Revision Date:</u> 05/15
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Exec.)
		<u>Control No:</u> 30546

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Public Utilities, performs research, analysis and general management of public utilities budgets, purchases, programs, and operations. Supervises department GIS staff, budgeting staff, front office staff, management analyst and seasonal workers at Sego Lily Gardens.

III. Essential Duties:

- Assist the department director in the planning, development and implementation of department-wide activities and services.
- Hire, train, motivate, evaluate, discipline and direct employees.
- Plan, develop, and implement all support services activities including budgeting, GIS, purchasing, work management systems, inventory, front office support, and education programs for water conservation, storm water, UPDES standards, and watershed.
- Manage department related budgets and prepare budget proposals to city budget committee.
- Manage and oversee department purchasing activities.
- Attend coordination meetings with other city departments, outside agencies and departments involved in information systems and other support related issues.
- Make recommendations and implement plans for the department GIS, work management system, purchasing, etc.
- Serve as a staff resource to the public utilities advisory board.
- Serve as staff resource on city communications team.

IV. Marginal Duties:

- Complete special projects as needed by the director and other managers.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors and/or Masters degree in public administration, business administration, accounting or related field.

Experience: Four years related experience. May substitute year for year, up to two years of additional experience for two years of education.

Requirements: Valid Utah driver's license.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: General and governmental accounting and auditing principles; budgeting; purchasing; general principles of management; research and analysis methods; computer software, including GIS, work management, word processing, spreadsheet and database applications.

Responsibility for: The care, condition, and use of materials, equipment, money, and tools; making decisions which affect the activities of others.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments and the public, requiring tact and judgment to avoid friction; requires a well developed sense of strategy and timing; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; establish effective working relationships with employees and the public.

Tool, Machine, Equipment Operation: Regular use of office equipment including a telephone, copy machine, calculator, computer, and printer.

Analytical Ability: Ability to organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; prioritize tasks; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 50 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY _____ DATE _____

PERSONNEL DEPT. APPROVED BY _____ DATE _____